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ONTARIO

DEPARTMENT OF EDUCATION

REQUIREMENTS

FOR

CERTIFICATES AND DIPLOMAS

FOR

GRADES 9, 10, 11, 12, and 13

IN

SECONDARY SCHOOLS

AND FOR

GRADES 9 and 10

IN

ELEMENTARY SCHOOLS

1960 - 1961

Issued by Authority of
The Minister of Education

SUBJECTS OF STUDY

The time allotment suggested below for a 40-period week represents an estimate of the relative requirements of the various subjects of study in each of the courses. The principal is not required to adhere rigidly to the number of periods set forth. Special modifications of the time allotment to suit local conditions of accommodations and staff may be made.

Principals are advised to use a 40-period week in order to keep the number of lesson periods each day to a minimum. In smaller schools with limited teaching power, or in schools with departments of agriculture where pupils carry options in both Industrial Arts and Agriculture, principals may find it necessary to use a 45-period week.

In order to reduce the difficulties of transition from Grade 8 to Grade 9 and to promote a closer relationship between teacher and pupil, principals of secondary schools are advised to keep to a minimum the number of teachers who teach in any one of the classes of Grades 9 and 10.

GRADE 9

GENERAL COURSE

Obligatory Subjects	**Number of Periods**
English	6
Social Studies, or History and Geography	6
Physical Education	4
Mathematics	5
Science	4 or 5
Group Guidance	1

Options—Any two or three of

French, Latin, Art or Music, Industrial Arts or Home Economics, Agriculture, Typewriting or Business Practice	12

Note 1.—**Re French.** A pupil who intends to select in Grade 11 a course qualifying him for entrance to university should select French as an option in Grade 9.

Note 2.—**Re Latin.** For pupils who intend to select Latin as an option in Grade 11, the principal may provide a course in Latin beginning in either Grade 9 or Grade 10.

Note 3.—**Re Special Courses.** Where the approval of the Minister has been obtained, a special course, or courses, may be arranged. By "special course" is meant a course that does not include the required number of subjects or in which the regular subject content has been simplified or reduced. It should be noted that a pupil taking a special course will not be eligible for the Intermediate Certificate.

VOCATIONAL COURSES

Vocational courses include Art, Commercial, Home Economics, Technical, and a combination of two of these.

For grant purposes, a vocational pupil shall be one who is enrolled in any of the foregoing vocational courses.

ART

Obligatory Subjects	**Number of Periods**
English	6
Social Studies, or History and Geography	6
Physical Education	4
Mathematics	4
Group Guidance	1
Art	10
Options—Any two of	
French, Music, Science, Typewriting or Business Practice	8

COMMERCIAL

Obligatory Subjects	**Number of Periods**
English	6
Social Studies, or History and Geography	6
Physical Education	4
Arithmetic	4
Group Guidance	1
Typewriting	4
Penmanship	2
Business Practice	4
Options—Any two of	
Art or Music, French, Home Economics or Shop Work and Drafting, Science	8

HOME ECONOMICS

Obligatory Subjects	**Number of Periods**
English	6
Social Studies, or History and Geography	6
Physical Education	4
Mathematics	4
Group Guidance	1
Home Economics	10
Options—Any two of	
Art, French, Music, Typewriting or Business Practice	8

TECHNICAL

Obligatory Subjects	Number of Periods
English	6
Social Studies, or History and Geography	6
Physical Education	4
Mathematics	5
Group Guidance	1
Science	5
Shop Work and Drafting, or Agriculture and Shop Work and Drafting	12

Note 1.—If Music or Art is offered, it will be necessary to reduce the time of the other subjects.

Note 2.—Instrumental Music or a foreign language may be offered in lieu of four periods of Shop Work.

Note 3.—In Vocational Schools, the time allotted to the teaching of the practical subjects in any one of the Technical, Home Economics, Commercial, or Art Courses shall not be less than twenty-five per cent (25%) of the total time. In the time-table of a pupil exploring two vocational courses, the combined time allotted to the teaching of the practical subjects of those courses shall not be less than thirty-five per cent (35%) of the total time.

Note 4.—**Re Special Courses.** Where the approval of the Minister has been obtained, a special course, or courses, may be arranged. By "special course" is meant a course that does not include the required number of subjects or in which the regular subject content has been simplified or reduced. It should be noted that a pupil taking a special course will not be eligible for the Intermediate Certificate.

GRADE 10
GENERAL COURSE

Obligatory Subjects	Number of Periods
English	7
Social Studies, or History and Geography	6
Physical Education	4
Science	5
Options—Any three or four of Mathematics, Latin, French, German, Greek, Spanish, Italian, Russian, Art or Music, Industrial Arts or Home Economics, Agriculture, Typewriting or Business Practice	17

Note 1.—In schools with Departments of Agriculture, a pupil taking both Agriculture and Industrial Arts may select five options.

Note 2.—The principal should make certain that a pupil in the General Course selects the options which are essential to the course he intends to pursue in Grades 11, 12, and 13.

Note 3.—**Re Prerequisite Options.** Mathematics, Latin, and French in Grade 10 are prerequisite for the corresponding subjects in Grade 11. Art, Music, Industrial Arts, Home Economics, Agriculture, Typewriting or Business Practice, in either Grade 9 or Grade 10 are prerequisites for the corresponding subjects in Grade 11.

Note 4.—**Re Special Courses.** Where the approval of the Minister has been obtained, a special course, or courses, may be arranged. By "special course" is meant a course that does not include the required number of subjects or in which the regular subject content has been simplified or reduced. However, one period per week of Group Guidance (Occupations) is to be considered obligatory. A pupil taking a special course is not eligible for the Intermediate Certificate.

VOCATIONAL COURSES

TECHNICAL COURSE

Obligatory Subjects	Number of Periods
English	7
Social Studies, or History and Geography	6
Physical Education	4
Mathematics	5
Science	5
Shop Work and Drafting, or Agriculture and Shop Work and Drafting	13

Note—Any one of
Art or Music, Typewriting or Business Practice, French, may be substituted for four periods of Shop Work.

HOME ECONOMICS COURSE

Obligatory Subjects	Number of Periods
English	7
Social Studies, or History and Geography	6
Physical Education	4
Home Economics	13
Options—Any two of Mathematics, Science, French, Art or Music, Typewriting or Business Practice	9

COMMERCIAL COURSE

Obligatory Subjects	Number of Periods
English	7
Social Studies, or History and Geography	6
Physical Education	4
Business Arithmetic	3
Commercial Subjects	11–15
Options—Any one or two of French, Shop Work and Drafting or Industrial Arts or Home Economics, Art or Music, Science	8–4

ART COURSE

Obligatory Subjects	Number of Periods
English	7
Social Studies, or History and Geography	6
Physical Education	4
Art	13
Options—Any two of Mathematics, Science, Shop Work or Home Economics, French, Music, Typewriting or Business Practice	9

Note 1.—Standing in Grade 10 in any one of the four Vocational Courses listed above is a prerequisite for admission to the corresponding Vocational Course in Grade 11.

Note 2.—**Re Special Courses.** Where the approval of the Minister has been obtained, a special course, or courses, may be arranged. By "special course" is meant a programme that does not include the required number of obligatory or optional subjects. A pupil taking a special course is not eligible for the Intermediate Certificate.

GRADES 11 AND 12
GENERAL COURSE

Obligatory Subjects	Number of Periods
English	7
History	5
Physical Education	4
Options—Any four or more of Mathematics, Science or Agricultural Science, Geography, French, Latin, German, Greek, Spanish, Italian, Russian, Commercial Work, Industrial Arts or Home Economics, Art or Music, Agriculture	23

Note 1.—The time allotted to any option which is taken for credit towards the Secondary School Graduation Diploma shall not be less than five periods, except where a pupil has been permitted to take more than four options.

Note 2.—The minimum academic requirement for admission to Schools of Nursing is the Secondary School Graduation Diploma including Chemistry of Grade 11 or 12 and **one** of the following — Physics of Grade 11 or 12, Botany of Grade 13, or Zoology of Grade 13. (Agricultural Science I and II will still be accepted as alternatives for Physics and Chemistry).

VOCATIONAL COURSES

TECHNICAL COURSE

Obligatory Subjects	Number of Periods
English	5
History of Industry and Elements of Economics	4
Physical Education	4
Mathematics	5
Science	4
Shop Work or Drafting	18

Note 1.—Any one of Art, Music, Commercial Work, or a modern language, may be substituted for four periods of Shop Work.

Note 2.—In certain of the major shopwork subjects in Grades 11 and 12 of the Technical Course the Principal may, with the approval of the Superintendent of Secondary Education, eliminate some or all of the related shopwork, limit the major shopwork time to 12 periods a week and distribute the extra time over the subjects of English, Mathematics and Science.

HOME ECONOMICS COURSE

Obligatory Subjects	Number of Periods
English	6
History and Elements of Economics	4
Physical Education	4
Science or Agricultural Science or Art	4
Home Economics	17
Options—Any one of French, Mathematics, Music, Commercial Work, Science or Art (if not taken as an obligatory subject)	4

COMMERCIAL COURSE

Obligatory Subjects	Number of Periods
English, including Correspondence	7
History of Commerce and Elements of Economics	4
Physical Education	4
Commercial Subjects	16–20
Options—Any one or two of Mathematics, French, Art or Music, Science, Geography, Home Economics or Shop Work and Drafting or Industrial Arts, or Merchandising	8–4

ART COURSE

Obligatory Subjects	Number of Periods
English	5
History	4
Physical Education	4
Art and Crafts	22
Options—Any one of Science, Mathematics, Shop Work and Drafting or Home Economics, Music, French, Commercial Work	4

Note—In connection with all Vocational Courses, it should be noted that the minimum academic requirement for admission to Schools of Nursing is the Secondary School Graduation Diploma including Chemistry of Grade 11 or 12 and **one** of the following—Physics of Grade 11 or 12, Botany of Grade 13, or Zoology of Grade 13. (Agricultural Science I and II will still be accepted as alternatives for Physics and Chemistry.)

GRADE 13

GENERAL COURSE

Obligatory Subject

English (Composition and Literature)

Optional Subjects

Physical Education
History
Algebra or Mathematics of Investment
Geometry
Trigonometry and Statics
Botany
Zoology
Physics
Chemistry
Latin
French or French for French-speaking candidates
German
Greek
Spanish
Italian
Music
Accountancy Practice or Secretarial Practice
Geography

Note—**Re English.** Attention is drawn to the fact that English (Composition and Literature) is an obligatory subject of study in all five grades of the General Course. Secondary school pupils must not be permitted to deprive themselves of the full benefit arising from the extended study of this subject or be excused from Grade 13 classes in English Literature and Composition, even though they may have obtained Grade 13 standing in English Composition or Literature by writing as private-study pupils at the end of Grade 12.

TECHNICAL COURSE

Obligatory Subjects	**Number of Periods**
English	7
Mathematics	12
Science	12
Materials and Processes of Industry	4
Economics	3

Optional Subject

Physical Education

Note—The Secondary School Graduation Diploma of the Technical Course is a prerequisite for admission to the Grade 13 Technical Course.

CERTIFICATES AND DIPLOMAS

Intermediate Certificate

An **Intermediate Certificate** will be granted, on the recommendation of the principal of a secondary school, or on the recommendation of the principal of an elementary school with the approval of the inspector concerned, to a candidate who has completed successfully the programme of studies in Grades 7 and 8 and one of the courses of study in Grades 9 and 10 with the required number of options.

An Intermediate Certificate may be granted to a candidate who has completed successfully a two-year trade course in Grades 9 and 10, but only where the Minister's approval of the course has been obtained.

A pupil who has taken a special course in Grades 9 and 10 may **not** be recommended for an Intermediate Certificate.

Secondary School Graduation Diploma

A **Secondary School Graduation Diploma** will be granted, on the recommendation of the principal of the Secondary School where the candidate completes the course of study, to a candidate who has completed successfully one of the courses of study in Grades 11 and 12 or such modifications of these courses as the Minister may approve at the beginning of the school year.

The various types of Secondary School Graduation Diploma are designated as follows:

General
Art
Commercial—Accountancy
Commercial—Clerical
Commercial—General Business
Commercial—General Business—Bilingual.
Commercial—Merchandising
Commercial—Secretarial
Commercial—Special
Commercial—Special—Bilingual
Home Economics—Clothing and Textiles
Home Economics—Food and Nutrition
Home Economics—Hairdressing and Beauty Culture
Home Economics—Homemaking
Home Economics—Nursing Assistant
Home Economics—Salesmanship
Technical—Aircraft Mechanics
Technical—Applied Electricity
Technical—Applied Electronics
Technical—Auto Mechanics—General
Technical—Auto Mechanics—Body Repair
Technical—Chemistry
Technical—Drafting—Architectural and Building Construction
Technical—Drafting—Mechanical
Technical—Electrical and Steam Operating
Technical—Fine Instrument Practice
Technical—Foundry Practice
Technical—Machine Shop Practice
Technical—Mining
Technical—Music
Technical—Plastics
Technical—Plumbing
Technical—Printing
Technical—Sheet Metal Practice
Technical—Tailoring
Technical—Watch Making
Technical—Welding
Technical—Woodworking—Cabinet Making
Technical—Woodworking—Carpentry
Technical—Woodworking—General
Technical—Woodworking—Pattern Making
Technical—Special

Note 1.—The Minister may grant a Secondary School Graduation Diploma, with a designation depending upon the circumstance, to a candidate who has successfully completed three years of a course in one department followed by the successful completion of a year's work in another department, but only where the content of the fourth year's work is satisfactory to the Minister.

Note 2.—The Minister may grant a Secondary School Graduation Diploma to a candidate who has completed satisfactorily one of the courses of study prescribed for Grades 11 and 12, other than the General Course, under a co-operative plan whereby part of the Grade 12 course is taken in industry or business, provided that at the beginning of the school year the principal obtains the Minister's approval of such plan.

PROVISION FOR PRIVATE-SCHOOL CANDIDATES

for the Secondary School Graduation Diploma of the General Course

Note 1.—Where the principal of a private school applies to the Minister to have secondary school inspectors report upon his school with respect to the standard of instruction and the work of the pupils in the subjects of Grades 11 and 12 of the General Course, the Minister will arrange for the inspection.

Note 2.—Upon the recommendation of the principal of a private school where the inspectors have reported that the teaching and the work of the pupils are satisfactory, a Secondary School Graduation Diploma will be granted to a candidate who has completed successfully the courses of study in Grades 11 and 12 of the General Course with the required number of options.

PROVISION FOR DEPARTMENTAL CORRESPONDENCE COURSES CANDIDATES

for the Secondary School Graduation Diploma of the General Course

Candidates who obtain the required Grade 12 standing through the Correspondence Courses offered by the Department of Education may be recommended for the Secondary School Graduation Diploma by the Director of Correspondence Courses. See Circular 1959-60: 5 or Circular 1960-61: 5.

PROVISION FOR PRIVATE-STUDY CANDIDATES

for the Secondary School Graduation Diploma

Note 1.—Where a candidate

(a) has prepared himself by private study for examination in a subject of Grades 11 and 12 of the General Course, the Technical Course, the Home Economics Course, the Commercial Course, or the Art Course, and

(b) has obtained at least 50 per cent on tests set at the end of the school year by the principal of a secondary school or of a private school where the Inspectors have reported that the teaching and the work of the pupils are satisfactory,

the principal shall give him a statement on the school stationery certifying that he has completed successfully the course of study in Grades 11 and 12 in the subject concerned. The principal shall indicate in which of the five above-mentioned Courses the standing has been obtained.

Note 2.—The candidate shall notify the principal not later than May 1st of his desire to take the tests, and thereupon the principal shall arrange for him to take the tests.

Note 3.—Where a private-study candidate notifies the principal of his desire to take tests in any of the subjects leading to a diploma in the Technical Course, the Home Economics Course, the Commercial Course, or the Art Course, the principal shall provide for tests in the practical as well as in the written parts of the subject or subjects concerned.

Note 4.—Where a private-study candidate has obtained from one or more principals evidence that he has completed successfully the course of study in Grades 11 and 12 in all the required subjects of one of the Courses, he should present this evidence to the principal of the school where he took the last of the tests. Upon receipt of this evidence, the principal shall recommend the candidate for a Secondary School Graduation Diploma of the appropriate Course.

Note 5.—A pupil in regular attendance at the day classes of a secondary school or an inspected private school may not write as a private-study candidate at any other school, except where the subject concerned is not taught in the school at which he is in regular attendance.

Secondary School Honour Graduation Diploma of the General Course

A Secondary School Honour Graduation Diploma will be granted, on the recommendation of the principal of a secondary school, to a candidate who has

(a) attended for at least one year in Grade 13 day classes of a secondary school of the provincial system, and

(b) obtained Ontario Grade 13 standing of the General Course in English Composition and English Literature and in at least six papers chosen from the optional subjects other than Physical Education.

Note—Algebra or Mathematics of Investment, Geometry, Trigonometry and Statics, History, Physics, Chemistry, Botany, Zoology, Accountancy Practice or Secretarial Practice, Music, and Geography will each count as one paper; the languages will each count as two papers.

Secondary School Honour Graduation Diploma of the Technical Course

A Secondary School Honour Graduation Diploma of the Technical Course will be granted, on the recommendation of the principal of a secondary school with the approval of the inspector concerned, to a candidate who has completed successfully the one-year Grade 13 Technical Course in day classes.

GENERAL INFORMATION

Grades 9 and 10

Note 1.—**Intermediate Certificates**

A candidate will be recommended by the principal for an Intermediate Certificate when he has completed successfully the programme of studies in Grades 7 and 8 and one of the courses of study in Grades 9 and 10 with the required number of options.

No report will be made to the Department on behalf of a pupil at the end of Grade 7, 8, or 9.

No report will be made to the Department on behalf of a Grade 10 pupil who is not, in June, 1961, entitled to an Intermediate Certificate.

The provisions with respect to the Intermediate Certificate place upon the principal concerned the responsibility for ascertaining that the candidate has completed successfully the work of Grades 7, 8, and 9, even if he took all or part of that work in another school.

Therefore, it is imperative that a pupil who is changing schools at the end of Grade 7, 8, or 9 be provided with a definite statement indicating the extent to which he has mastered the course of the grade concerned.

Note 2.—**Guidance**

The Grade 9 Course of Study in Group Guidance is outlined in Curriculum I.3. In Grade 10, where provision has been made for Group Guidance (Occupations), the course is that outlined in Curriculum I.3.

In addition to the obligatory period of Guidance per week in Grade 9 and in the Special Courses in Grade 10, Group Work in Guidance to a maximum of one period per week in Grade 12, or its equivalent distributed over Grades 10, 11, and 12, may be provided by the principal to meet the needs of his pupils. If the principal considers it advisable one additional period of Group Work in Guidance may be provided in Grade 9. Group Work should be supplemented by a suitable amount of individual counselling. For this purpose it is suggested that, for each 20 pupils enrolled in the school, at least one teacher-period a week be provided for counselling in the school time-table.

Note 3.—**Physical Education**

The course in Physical Education and the related course in Health are included in one course known as Physical Education. Of the four periods per week suggested for this subject in each grade, three periods will be assigned to an activity programme either indoors or outdoors, and one period to classroom instruction.

Note 4.—**Secondary School Graduation Diplomas**

A candidate will be recommended by the principal for a Secondary School Graduation Diploma when he has completed successfully one of the courses of study in Grades 11 and 12 with the required number of options.

No report will be made to the Department on behalf of a pupil at the end of Grade 11.

The provisions with respect to the Secondary School Graduation Diploma place upon the principal concerned the responsibility for ascertaining whether the candidate has completed successfully the work of Grade 11, even if he took that work in another school.

Therefore, it is imperative that a pupil who is changing schools at the end of Grade 11 be provided with a definite statement from his principal indicating the extent of his mastery of the work of Grade 11. Pupils should be warned to retain these statements for presentation to the principal concerned, particularly if they are planning to do part of the work of Grades 11 and 12 as private-study candidates.

Note 5.—**Increase in Requirements**

It should be noted that for the Secondary School Graduation Diploma of the General Course to be granted in June 1961, Grades 11 and 12 standing in **four** options will be required.

Note 6.—**No Provision for Supplemental Tests at the end of Grade 12 or in certain subjects at the end of Grade 11**

Decision regarding a candidate's eligibility for standing in World History, Part 1, and, where applicable, in the Geometry part of the Mathematics option and in the Physics or Agricultural Science, Part 1, part of the Science option shall be made only at the end of the school year.

Similarly, decision regarding a candidate's eligibility for standing in a subject at the end of Grade 12 shall be made only at the end of the school year.

The decision in both cases shall be based upon the candidate's work during the year, or, in the case of a privately-prepared candidate, upon the results of the principal's final tests which the candidate writes at the end of the school year.

That is, a pupil who fails to complete successfully the requirements in a particular subject for the Secondary School Graduation Diploma in June shall not be given an opportunity to complete those requirements before the end of the next school year.

Note 7.—**Certain Grade 12 standing given on the basis of standing obtained on Grade 13 Departmental examinations**

If a candidate's Grade 13 Departmental certificate shows that he has obtained 40 or more marks in Algebra, Geometry, Physics, Chemistry, or Music, the candidate is considered to have obtained Grade 12 standing in the paper concerned. If the Grade 13 Departmental certificate shows that a candidate has obtained 40 or more marks in each of t[illegible] two papers in English or in another language, the candidate is co[illegible]sidered to have obtained Grade 12 standing in the subject concerned. Such standing may be applied towards his eligibility for the Secondary School Graduation Diploma of the General Course, and shall be accepted by principals for this purpose.

Note that standing in Grade 13 History or Geography does not confer Grade 12 standing in these subjects.

Note 8.—**Guidance**

Where provision has been made in Grade 11 or 12 for Group Work in Guidance (Occupations) the course will be that outlined in Curriculum S.5, Guidance Services in Senior Divison.

In addition to the obligatory period of Guidance per week in Grade 9 and in the Special Courses in Grade 10, Group Work in Guidance to a maximum of one period per week in Grade 12, or its equivalent distributed over Grades 10, 11, and 12, may be provided by the principal to meet the needs of his pupils. Group Work should be supplemented by a suitable amount of individual counselling. For this purpose it is suggested that, for each 20 pupils enrolled in the school, at least one teacher-period a week be provided for counselling in the school time-table.

Note 9.—**Physical Education**

The course in Physical Education and the related course in Health are included in one course known as Physical Education. Of the four periods per week suggested for this subject in each grade, three periods will be assigned to an activity programme either indoors or outdoors and one period to classroom instruction.

Note 10.—**The Commercial Work option of the General Course**

Courses of study for use in Grades 11 and 12 of Collegiate Institutes and High Schools offering the Commercial Work option of the General Course will be found in Curriculum I. and S.30.

Note 11.—**Music and Art Options for Grades 11 and 12, General Course**

For the Secondary School Graduation Diploma only **one** of the following options may be counted: Art,
Music.

It should be noted that for Grades 11 and 12 the option Art and Music has been discontinued.

Note 12.—**The Technical Course**

The courses of study leading to the Secondary School Graduation Diploma of the Technical Course will be found in Curriculum I. and S. 27, Courses of Study, Grades 9, 10, 11, and 12, The Technical Course.

Note 13.—**The Commercial Course**

The course of study leading to the Secondary School Graduation Diploma of the Commercial Course will be found in Curriculum I. and S. 8, Courses of Study, Grades 9, 10, 11, and 12, Commercial Courses.

Note 14.—**History**

The course in Grade 13 History is outlined in Curriculum S.9. The book, **North America and the Modern World,** was revised in 1954 to meet the requirements of the course.

Note 15.—**Geography**

The course in Grade 13 Geography is outlined in Curriculum S.7. This subject will be accepted for admission to a Teachers' College. Pupils intending to proceed to a university course should enquire of the Registrar of the university concerned whether Geography will be accepted for admission to the course desired.

Note 16.—**Physical Education**

Two periods per week are suggested for this subject.

Note 17.—**Mathematical Tables for Grade 13**

At the Departmental examinations in Algebra, Geometry, Trigonometry and Statics, if mathematical tables are required, the 5-figure tables published by the Ryerson Press shall be used. At the Departmental examination in Mathematics of Investment, if mathematical tables are required, the 7-figure tables issued by the Department of Education shall be used.

In order that candidates may not be handicapped in writing Departmental examinations, principals might well encourage the use of the proper tables by their classes throughout the year.

Note 18.—**Slide Rules**

A candidate shall not be permitted to use a slide rule on any Departmental examination.